

**Functional Series 600
Budget and Finance**

INTERIM UPDATE 03-10

SUBJECT: ADS 625, Administrative Accounts Receivable (Revision)

NEW MATERIAL: See Notice below.

EFFECTIVE DATE: 06/30/2003

Attachment: [ADS 625, Administrative Accounts Receivable \(Revision\)](#)

POLICY

USAID/General Notice
M/MPI
06/27/2003

SUBJECT: ADS 625, Administrative Accounts Receivable (Revision)

This revision provides no new policy, but it -

- Incorporates the standard FM financial documentation information;
- Recognizes that M/FM/A has responsibilities in the Administrative Accounts Receivable area, and clarifies that responsibilities that previously were identified in the context as M/FM belong to the appropriate M/FM divisions -- either M/FM/CAR or M/FM/A;
- References the new contracting guidance that spells out where and when demand letters need to go for processing into the financial system (AAPD 03-07, Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process);
- Identifies the billing offices for both overseas and USAID/W;
and
- Clarifies the time requirement for the billing office to process demand letters received from the Contracting/Agreement Officers.

The revised chapter is attached.

Point of Contact: Any questions concerning this Notice may be directed to Joe Keady, M/MPI, (202) 712-5744.

Notice 0649

File name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
iu6_0310_070203_nocd	06/27/2003	06/30/2003	N/A	N/A	This IU will be N/A when the next CD (32) is issued.

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